

HOW TO... Use Firefox keyword searches

Using keywords in Firefox improves the speed and efficiency of searches. Lynley Dram explains how to access information online in a smarter way

Firefox is known for its tabs, which have proved so useful even the latest version of Internet Explorer uses them. However, hidden away in Firefox is another useful feature that will undoubtedly find its way into other browsers. Keywords are an easy and convenient way to conduct searches straight from the location bar, and here we show you how they work.

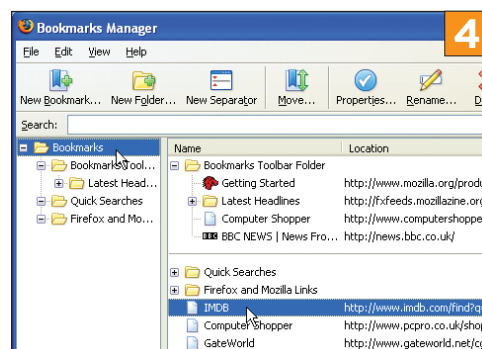
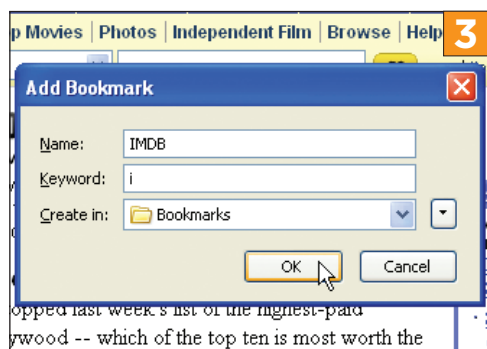
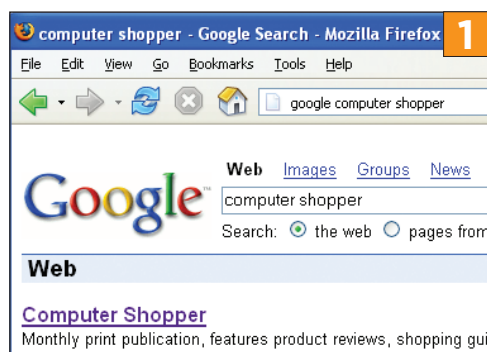
1 Firefox has a few keywords set up. These may vary slightly, but most installations of Firefox 2 use google, wp, dict and stock. Type google into the location bar, then a space, and follow that with the search term. For example, entering 'google computer shopper' (without quotes) will open a Google page showing the results from that search. The first two or three results will be for this magazine's website. Follow the stock keyword with the stock symbol you want to search on.

2 You can set up your own keywords. To show how this works, we'll set a keyword up for IMDB, the movie database. Go to www.imdb.com. Right-click on the search box at the top of the screen. From the menu that appears, select Add a keyword for this search.

3 In the dialog box that appears, enter a name for your keyword; to make it easier to recognise the keyword in future, use the name of the website. Then enter a keyword. In our example, this is the letter i. In future, if we want to search the IMDB, say for a movie character, we just need to enter 'i darth vader' in the location bar rather than having to go to the website first.

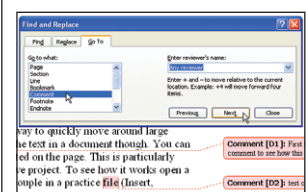
4 You may want to get rid of a keyword you created and possibly use a different keyword for that site. Go to the Bookmarks menu and select Manage Bookmarks. Make sure Bookmarks is highlighted in the left-hand pane. In the right-hand pane, scroll down to the bottom where you'll find the keywords created using the process. Click on the one you want to remove and hit the Delete key on your keyboard.

It is possible to create keywords for any website you have bookmarked as well. To do this, open the Bookmarks Manager again. Right-click on the relevant link and select Properties. Enter something suitable as the keyword, for example you could use CS for the *Computer Shopper* website. 



HOW TO... Use Go To

The Go To command in Word is a convenient way to move around large documents quickly. You can use it to move to different pages, section breaks, bookmarks, footnotes and even comments. The latter is useful if you're working on a large collaborative project. To see how it works, open a document with comments inserted, or insert a couple in a practice file (Insert, Comment). Press Ctrl-G on your keyboard. This opens the Find and Replace dialog box with the Go To tab already selected. From the menu on the left, select Comment. On the right, select a reviewer from the drop-down list or, to go directly to a comment, say the tenth comment from the one you're on, enter +10.



HOW TO... Outline spreadsheets

Excel spreadsheets can soon become large and difficult to use. The Group and Outline features in the Data menu simplify how data in a spreadsheet is viewed. These features group together selected rows and columns, and indicate the grouping with a plus or minus sign to the left or above the top of the worksheet. To hide the grouped data, click the plus sign. To see those rows or columns again, click the minus sign. This is useful if you don't need to see, for example, all the data in a table but just the subtotals. The data is there, but you see only what you need at a glance. You can do this manually, but if you have subtotals in your table, go to Data, Group and Outline, Auto Outline.

